

SHIKHA SHARMA

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Outstanding Accomplishment

Won EPC project of worth 7 million.

80 % accuracy in project estimation.

Meet the target of 95% on time delivery of project submission

Meet the project-hit rate of 66%.

Achieved the yearly target of Vendor development

Education

Masters in Global Management-Royal Road University- Canada-2018-2020

Certificate in Project Management

Bachelor's in electrical and Electronics-IET college-India-2003-2006

Diploma in Electronics and communication-MPC-India-2000-2003

Area of Expertise

Tender Management

Project planning and Estimation

Tactical Strategic Planning

Customer Experience

Procurement & Negotiation

Contract Administration

Technical Analysis

Project Scheduling

Electrical drawing

Resource allocation

PROFESSIONAL ASSOCIATION

- Active Member of Project Management (PMI)-Vancouver Island Chapter
- Associate Member at CIQS (Canadian Institute of Quantity Surveyors)-BC chapter

Work History

nVent Thermal Management (Formally Pentair Thermal Management) / Estimation and Proposal Engineer / 02-2012 to 08-2018 (<https://www.nventthermal.com>)

- Analyzing RFQ documents, contractual obligations to prepare and submit techno-commercial tender.
- Designing and estimating BOM for electrical heat trace projects. Preparing product specification for buyout items (EHT cable, Power Junction box, field marshalling boxes, controllers, and transformers, Local Switch, monitoring device, RTDs, EHT Panel, Earthling, Power, and control cable.
- Utilizing preliminary sketches, isometric drawing, GA Drawing, P&IDs, specifications, and other related information for preparing Techno-commercial offer.
- Prepare deliverables including compliance sheet, deviation sheet, TQs, Catalogue, and Design Sheet.
- Estimates labor and equipment cost based on contract bids and quotations from vendors.
- Prepare SLD as per project requirement using AutoCAD.
- Review and confirm estimate information prior to tender closing, including drawings, supplier bill of materials.
- Follow-up with clients about quotations contributing to presales strategies.
- Coordinate with other discipline teams to resolve any design issues pre and post order.
- Project Handover after order finalization. Maintaining and updating historical estimate database.
- Prepare folders and distribute all project documentation/drawings and correspondence to EPC departments.
- Coordinate with suppliers, contractors and subcontractors for order execution and billing.
- Timely review site work and update project team to ensure schedule and budget baseline.
- Develop and manage document control database for better tracking of documents, approval loops, revision identification, quality, and timely receipt for distribution.

Ashoka Electrical and Switchgear LTD / Assistant Manager/ 03-2011 to 01-2012(<http://ashokaelectrical.com>)

- Designing and estimating BOM for the industrial and commercial project including but not limited to power Distribution panel, Automatic phase sequence changeover panel, Motor Starter Panel.AC/DC drive panels, PLC Automation panels, Power Factor Panel, junction boxes, Feeder panel, Lightning calculation etc.
- Preparing schematic drawing using AutoCAD.
- Analyzing tender documents, contractual obligations to prepare and submit techno-commercial tender
- Sending queries to the client/consultant for clarification against Specifications, BOQ and Drawings.
- Reviewing and comparing techno commercial offers for Buyout items. Negotiating, finalizing and placing orders to vendors. Co-ordination with vendors and execution team for timely delivery of materials.
- Yearly approvals, renewal of vendor contracts.

- Establishing and maintaining effective relationships with suppliers, manufacturer, engineers and contractors.
- Forecasting levels of demand for services and products. Constant track on stock levels.
- Preparing monthly reports for sales forecast, firm and budgetary released offers, and target achieved using details from CRM or Salesforce.

Socomec UPS India Pvt Ltd / Sr Executive (Sales) / 07-2010 to 01-2011 (www.socomecups.com)

- Provide techno-solution to industrial clients according to their power requirement.
- Developing new Key Accounts and managing existing clients.
- Analyzing RFQs, technical specification, contract documents, and preparation of bid compliance, techno - commercial proposals, Scrutiny, and review of Contracts/Tenders/Enquiry/Offer.
- Conducting supply chain operations by negotiations & Finalization of order.
- Order execution and after Sales Support. Ensure timely collection of payments and adherence to the payment collection, outstanding systems & procedures as per company policies.

PCI LTD / Sr Engineer / 05-2008 to 06-2010 (www.primegroup.com)

- Analyzing RFQs, technical specification, contract documents, and prepare techno - commercial proposals.
- Define and develop product strategies. Driving sales volume, margin, and sales target.
- Visit clients to understand, discuss and suggest techno commercial solution.
- Support pre-sales activities including demo, presentations, and training
- Conducting Negotiations & Finalization of order.
- After sales support operations involving co-ordination with manufacturing plant, service center and service teams
- Develop new customer and maintaining strong relationships with existing customers through excellent service and technical solutions.
- Funnel management and forecasting
- Participated in yearly contract approvals, products approvals, equipment testing and certifications.
- Participate in tradeshows, seminars, and conferences.

Aplab Ltd / Sales Engineer, 08-2006 to 05-2008 (www.aplab.com)

- Visit client to understand, discuss and suggest techno commercial solution as per industry needs.
- Support pre-sales activities including demo, presentations, and training
- Developing new Key Accounts through consultant, contractor, and project managers and maintain the existing client.
- Analyzing RFQs, technical specification, contract documents, and preparation of bid compliance, techno - commercial proposals, Scrutiny, and review of Contracts/Tenders/Enquiry/Offer
- Visit client site for demos and presentations of equipment.
- Organized annual sales events and exhibitions.
- Evaluate suppliers, negotiations and finalize order.
- Order execution and after sales support to achieve business goals.
- Dedicatedly achieved sales targets while maintaining good relationship with supplier, contractor, and consultant and end customer.

TRAINING UNDERTAKEN:

- AUTOCAD
- Trace Calc Pro
- CRM
- Salesforce
- SAP MM

SOFTWARE SKILLS

- Platforms : Windows 10/Outlook Express
- Tools : MS Word ,Advance Excel, Power Point